

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT****OUR MISSION**

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

**HOUSING AND COMMUNITY DEVELOPMENT REPRESENTATIVE II
HOME PROGRAM-Policy**

Full-Time, Permanent Position
Salary: \$4,110 - \$4,997 Per Month

Final Filing Date: January 23, 2003 or Until Filled

DUTIES:

Under the general direction of the Section Chief, the incumbent will assist with continuous Program development, improvement and evaluation. This includes completing revisions to program regulations, revising program documents such as the application and NOFAs; developing data and creating required reports, program policies and procedures, program training manuals and guidelines, underwriting guidelines, and community housing development organization (CHDO) loan guidelines; revising monitoring checklists and State Standard Agreements; reviewing and approving CHDO certifications. Travel throughout the State will be required.

**DESIRABLE
QUALIFICATIONS:**

Knowledge of federal, state and local laws, regulations, programs, and resources pertaining to housing development; good analytical and problem solving skills, written and verbal communication skills; knowledge of internal controls; ability to effectively deal with governmental agencies and private sector organizations; ability to effectively interpret federal and State regulations, policies and HUD reporting requirements and the State's regulatory process; knowledge of database and financial management, developing effective programs and serving the public, resolving compliance issues; experience in public speaking and conducting training seminars; experience in using Microsoft Office (Word, Access, Excel); ability to travel.

LOCATION:

Department of Housing and Community Development
Division of Community Affairs, Room 390
1800 3rd Street, Sacramento, CA

WHO MAY APPLY:

Persons currently at the HCDR II level or who have eligibility for appointment or transfer to this classification. Appointment is subject to SROA, State surplus policies, and the Department of Finance hiring freeze exemption process.

**SUBMIT RESUME &
APPLICATION TO:**

Wayne Walker, Section Chief
Department of Housing and Community Development
P.O. Box 952054, MS 390-3
Sacramento, CA 94252-2054
(916) 322-0356

An Equal Opportunity employer, a drug-free and safe work place.

California Relay (telephone) Services for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929 From voice phones: 1-800-735-2922

Position # 205-8962-118

HCD #651 01-04

01/09/03

JOB OPPORTUNITY